



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN

SUPERVISING SPECIAL INVESTIGATOR II

SALARY RANGE	SALARY RANGE A: \$6,058 - \$7,679 per month* <small>*The salary indicated above does not reflect the 4.62% salary reduction to facilitate the Governor's Personal Leave Program</small>
TENURE/TIME BASE	<i>Permanent/Full-Time</i>
PROGRAM/DEPARTMENT	<i>Office of Protective Services</i>
FINAL FILING DATE	<i>Until Filled</i>

DESCRIPTION OF DUTIES: The Sonoma Developmental Center (SDC) is recruiting to fill a Supervising Special Investigator II position within their Office of Protective Services (OPS), located in Eldridge, CA, just north of the City of Sonoma.

Under the direction of the Chief, Office of Protective Services (OPS), the Supervising Special Investigator II, hereinafter referred to as "Commander", oversees the daily operation and supervision of the protective services division at the designated Developmental Center (DC) and/or Community Facility (CF). The Commander oversees all OPS employee functions; and may be required to perform complex investigations and sensitive staff functions related to field investigations and public safety while establishing a strong liaison with DC/CF management.

The Commander is responsible for direct supervision of the Supervising Special Investigator I's, Fire Chiefs; Peace Officer II's and oversees the supervision of all other OPS personnel.

Desired Knowledge and Abilities:

- Knowledge of the functions related to investigations, police, and fire services
- Knowledge of the supervision and personnel management techniques required to ensure the effective operation of police, fire and investigative services within OPS
- Knowledge of applicable Federal, State and local laws and regulations affecting law enforcement agencies and fire department activities
- Knowledge of Agencies who utilize and/or have contact with DCs/CF
- Working knowledge of computer management systems available to provide statistical data and case management
- Knowledge of special needs of the consumers served
- Knowledge of various types of criminal and administrative investigations related to OPS
- Knowledge of practices of conducting IA investigations
- Knowledge of practices of conducting quality reviews and internal audits

ADDITIONAL INFORMATION: Applicants should have completed either the POST Specialized Investigators Basic Course or the POST Regular Basic Course. A full background investigation will be completed prior to a conditional offer of employment being made.

WHO MAY APPLY: Lateral transfers, list eligibles, and reinstatements may apply. Applications will be reviewed and only the most qualified candidates will be scheduled for an interview. Applicants MUST indicate their eligibility status on the application. All appointments subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Sonoma Developmental Center or from the California Human Resources Department's website at www.calhr.ca.gov.

- **NOTE:** THE POSITION (# 507-562-8547-003) IS LOCATED AT;
SONOMA DEVELOPMENTAL CENTER, Eldridge, CA 95431.

PLEASE **MAIL** YOUR STATE APPLICATION (STD. 678) TO THE **FOLLOWING ADDRESS** AND REFERENCE POSITION # 507-562-8547-003. Applications must be received or postmarked on or before the final filing date. Faxed applications or resumes will not be accepted.

Department of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Melissa Woodall

- **Contact Information:** (916) 322-9335 melissa.woodall@dds.ca.gov

Sonoma Developmental Center is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

**STATE OF CALIFORNIA
DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF PROTECTIVE SERVICES**

**SUPERVISING SPECIAL INVESTIGATOR II (COMMANDER)
Duty Statement**

Position Number: 507-562-8547-003
Location: Sonoma

MISSION STATEMENT: The Office of Protective Services safeguards the rights, health and well-being of clients, employees and visitors at the Developmental Centers and Community Facility through specialized law enforcement and fire services.

A. GENERAL STATEMENT OF DUTIES

Under the direction of the Chief, Office of Protective Services (OPS), the Supervising Special Investigator II, hereinafter referred to as "Commander", oversees the daily operation and supervision of the protective services division at the designated Developmental Center and/or Community Facility (DC/CF).

The Commander oversees all OPS employee functions and may be required to perform and/or participate in complex investigations and sensitive staff functions related to field investigations and public safety while establishing a strong liaison with DC/CF management. Other duties include:

- Ensures that all consumer-related protection issues are identified and managed accordingly.
- Ensures that statewide policies and procedures are implemented and adhered to as required and identifies areas requiring changes or improvements to enhance specialized law enforcement functions.
- Manages and coordinates the administrative support functions for law enforcement and fire services provided at the DC/CF.
- Manages and ensures training requirements are met, including training regulated by the Commission on Peace Officer Standards and Training (POST) for sworn OPS employees.
- Coordinates with OPS Headquarters any proposed recruitment and hiring and assists the exam unit at the DC/CF as needed.
- Manages the use of the California Law Enforcement Telecommunications System (CLETS).
- Provides technical assistance and consultation with the Quality Assurance Departments (QA), and Internal Audits (IA) function.
- Participates in HQ policy and OPS departmental decision-making including but not limited to OPS employees.

The Commander must develop and maintain ongoing working relationships with the Executive Director and other executive staff to ensure continuous cooperation and coordination of OPS services as related to DC/CF operations.

B. SUPERVISION RECEIVED

The Commander reports directly to the Chief, OPS.

C. SUPERVISION EXERCISED

The Commander is responsible for direct supervision of the Supervising Special Investigator Is, Fire Chiefs, Peace Officer IIs; and oversees the supervision of all other OPS personnel.

D. TYPICAL PHYSICAL DEMANDS/WORKING CONDITIONS

Attends required meetings, works on a personal computer up to 40 percent of the time, and other physical work associated with the daily supervision and management of the protective services branch within a DC/CF.

The Commander must have:

- The ability to work irregular hours which may include overnight travel for extended periods of time;
- 24/7 availability to respond to emergencies personally or via designee;
- the ability to conduct on-site inspections, reviews, and evaluations of all functions assigned to the Commander;
- the physical ability to respond and perform the duties of a peace officer; and
- the ability to work in a variety of settings including but not limited to an enclosed office and/or cubicle setting environment.

The Commander shall maintain a valid driver's license and a current defensive driving certification. Must be able to drive an automobile and be able to travel by other modes of transportation throughout the state to conduct on-site evaluations, reviews and assessments.

This position is a peace officer classification and the Commander must meet all applicable state laws and regulations in order to meet the minimum qualification required under the Government Code. This is a POST agency and specific requirements must be met to comply with POST regulations.

The Commander position will perform all duties unarmed according to current DDS policy, and may be asked to perform other duties as assigned.

E. EXAMPLES OF DUTIES

50%

The Commander exercises the authority to carry out the responsibility for the oversight, planning, coordinating, directing, and organizing of the functions of police, investigations, and fire services.

The Commander or designee ensures:

- Managing, monitoring and implementing a plan of action regarding all vacancies within the DC/CF.
- Working with OPS Headquarters to coordinate plans to fill vacancies.
- Provides written documentation of all department-sponsored training needs.
- All equipment issued to OPS personnel is maintained and documented via a tracking log and identifies ongoing equipment needs.

- Implementation of OPS and facility policies and procedures and participates as a member of the policy review committee for policy development and/or revisions.
- Direction or participation in the more difficult or confidential and sensitive field investigations, including potential criminal prosecutions.
- Attendance at management meetings at assigned location and as required; represents OPS' personnel at the respective center/facility.
- Response to and informing the Chief of OPS of high profile incidents, unusual occurrences, and daily operation/issues.
- OPS personnel comply with all state and federal regulations regarding equal employment opportunities, sexual harassment, workplace violence, Employee Assistance Program, and discrimination of any kind.

25%

- Ensures that police reports and SIU reports are completed in a timely manner and are reviewed for thoroughness, accuracy, and content.
- Ensures accountability and oversight of all OPS reports including SIU investigations and police reports
- Plans, develops, implements and maintains a quality review system including but not limited to a tracking system for the investigative case load.
- Reviews all substantiated cases or any cases that may rise to the level of an employee adverse action (excluding IAs), and all cases being considered or recommended for District Attorney referral.

10%

- Prepares written reports as required by the Chief, OPS and/or the Deputy Director, DCD.
- Ensures access, use and security of systems such as the Special Investigator Database System (SIDS), CLETS, and Live Scan.
- Reviews all written correspondence from OPS prior to distribution; provides technical support and/or consultation to facility personnel on issues involving law enforcement or fire services.
- Works with and secures cooperation of federal, state, and local law enforcement agencies.
- Ensures physical inspections of OPS property and equipment.
- Ensures that all administrative functions within his or her scope of duties are executed in a timely and efficient manner.

10%

- Develops and maintains working relationships with facility representatives, the department and outside agencies including labor organizations.
- Works closely with executive management on various issues related to OPS, and provides recommendations to executive management as needed.

5%

Responsible for ensuring that all monthly attendance, overtime, case management reports and any other requirements set forth by the Department are completed. Works closely with headquarters staff to ensure current training needs required by POST are identified, implemented, and tracked; including required fire services certification where applicable.

- Ensures written performance evaluations are completed in a timely manner as required.
- Other duties as assigned.

F. PERSONAL CONTACTS

The Commander has frequent and daily contact with DC/CF administration and management staff in providing appropriate services within the area of investigations, fire and police services. Contact may also occur with state and local law enforcement officials, legal representatives of state and county offices, and their employees.

The Commander must display personal tact, diplomacy and objectivity in judgment and actions and must use good judgment in exercising the duties required in this position. Lack of appropriate judgment may jeopardize the effectiveness of the entire operation of OPS and may affect the positive relationships with other state, county, and private parties responsible for the care and supervision of consumers.

The Commander must be able to work independently or within a workgroup or committee to complete work within designated time frames and/or deadlines.

APPROVED: _____ DATE: _____

I have read and understand the duties assigned to me as described above. Other duties not specifically stated in this duty statement may be assigned to meet the operational needs of the department. I agree to perform all tasks to the best of my ability.

EMPLOYEE SIGNATURE: _____ DATE: _____